Training Process Checklist

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|-------------------|----------|----------------------------------|---|----------|
| Stages | Phases | Major Deliverables | Task(s) | ~ |
| | | Training Needs Assessment | Receive training request form | |
| | | 3 | Conduct audience analysis | |
| | | | Identify learning objectives | |
| | | | Identify content scope | |
| | | Training Plan | Determine delivery strategy | |
| | Plan | | Identify stakeholders | |
| | <u>a</u> | | Identify logistics strategy | |
| | ┙ | | Create workplan (tasks, deliverable schedule, check-in points) | |
| | | Designet Diag | Develop budget | |
| | | Project Plan | Identify roles (role map) | |
| | | | Create task order | |
| | | | Conduct kick-off meeting | |
| | | Project Management | Oversee project communication, tasks, and deliverables [+ sponsor sign-off] | 1 |
| | | | | |
| | | | Create content outline | - |
| | | Instructional Design Plan | Conduct SME/customer review of content outline | |
| | Design | | Conduct instructional strategy session (create storyboards and activities) | |
| a | 5 | | Conduct stakeholder review of storyboards | |
| | 10 | Evaluation Strategy | Plan evaluation/measurement tools & methods (dry run, pilot, course, TOT) | |
| | Ö | | Conduct instructional strategy session | |
| | Ŏ | | Update workplan | |
| | _ | Project Management | Review and update logistics checklist | |
| | | 3,444 3.43 | Create communication plan | |
| | | | Oversee project communication, tasks, and deliverables [+ sponsor sign-off] | |
| Developmen | | | Create detailed course content | |
| | | | Create instructor/facilitator materials (guide, slide presentation, etc.) | |
| | | Course | | |
| lacksquare | | | Create participant material (guide, artifacts, etc.) | - |
| | | Materials | * Create online training materials | |
| | | | Create media (video, graphics, audio, animation) | |
| | | | Build help/performance support processes (help desk, job aids, etc.) | |
| | | Evaluation/Measurement | Develop evaluation/measurement tools & methods (for pilot/course) | |
| | <u>0</u> | | Plan & conduct dry run | |
| | | Testing | * Plan & conduct dev/system tests if online | |
| | - | | Plan & conduct pilot tests | |
| | Build | | Develop TOT course (structure, content, materials, logistics) | |
| | | Training of Trainers (TOT) | Create trainer toolkit | |
| | | | Create TOT evaluation | |
| | | Training Logistics | Solicit and select trainers | |
| | | | Select sites and schedule trainers | |
| | | | Advertise training program | 1 |
| | | | Package materials (printing & shipping) | 1 |
| | | | Create training maintenance plan | |
| | | Project Management | | |
| | | | Oversee project communication, tasks, and deliverables [+ sponsor sign-off] | |
| | Deliver | Training of Trainers (TOT) | Conduct Training of Trainer (TOT) session(s) | + |
| | | | Collect and submit TOT evaluations | - |
| Deployment | | Logistics Support | Provide logistics support | |
| | | | Conduct registration | |
| | | | Deliver training | |
| | | Ongoing Training | Conduct trainer and trainee evaluations | |
| | | Grigoria riaming | Submit training evaluations to FSAU | |
| | | | Provide ongoing support | |
| | | Project Management | Implement training maintenance plan | |
| | | | Oversee project communication, tasks, and deliverables | |
| | Assess | Evaluation & Analysis | Collect training evaluations (trainer and participant evaluations) | |
| | | | Analyze evaluation/measurement results | |
| | | | Summarize evaluation/measurement results | 1 |
| | | | Submit final report: Make recommendations/create action plans | 1 |
| | | 0.1.1.1.5 | Conduct lessons learned sessions with development team(s) | 1 |
| | | Celebration & Lessons Learned | Conduct ressons rearried sessions with development team(s) Conduct celebration session | \vdash |
| | | | Document lessons learned | + |
| | | Project Management | Oversee project communication, tasks, and deliverables | |
| | | Froieci ivianademeni | •Oversee project communication, tasks, and deliverables | |

| Create activity designs Content Outline Gather detailed content Delivery/Technical Architecture Gather requirements Confirm development & delivery requirements Alpha Usability Test Conduct Alpha usability test Evaluation Instrument Plan evaluation/ measurement tools & methods Implementation Plan Create implementation plan Support Processes Identify help/support processes required Communication Plan | Stages | Phases | Segments/Major Deliverables | Task(s) | Step(s) |
|--|---------|------------|-----------------------------------|--|---|
| Autority states of the control of th | DEVELOP | | | | |
| Autority states of the control of th | | Plan It! | | | |
| Condet make (dary players & rates) | | | Audience Analysis | | |
| Autors current performances | | | , | Identify stakeholders (key players & roles) | |
| Design 1st | | | | Conduct audience analysis | |
| Design 11 Desi | | | | Assess current performances | |
| Curriculum Plan Abentify barrangy for addressing gaps Abentify barrang objectives Determine training delivery strategy Determine instructional platform Project Plan Admirly tacks, deliverables & roles Develop badget Crate moore & roles timeline Task Order Crate tack order Crate tack order Crate tack order Project Management Design It! Instructional Strategy Story board Review and Adopt Training Material Standards content Outline Crate tack order Crate tack order Crate tack order Crate moore & roles timeline Instructional Strategy Story board Crate moore Management Content Outline Crate tack order Crate tack o | | | | Define "to be" performance requirements | |
| Currections Plan Month's learning objectives | | | | Identify performance gaps | |
| Linearity contents scope | | | | Identify strategy for addressing gaps | |
| Determine training delivery strategy Determine training delivery strategy Determine training delivery strategy Project Plan Montify tacks, deliverables & roles Develop budget Create macro & micro timeline Define check-in potats Task Order Create task order Award task order Award task order Project Management Control project work throughout each phase Design It! Instructional Strategy-Storyboard Create macro storyboard Review and Adopt Training Material Standards dentify activity type map objective and content to a dentify activity type map objective and content to a dentify artifacts tools feedback strategy Content Outline Create scrivity designs Content Outline Gather detailed content Confirm development & delivery requirements Alpha Usability Test Confirm development & delivery requirements Alpha Usability Test Pan evaluation' measurement tools & methods Implementation Plan Create implementation plan Content Outline heart implementation plan Create implementation plan Light Support Processes Lidentify helpsupport processes required Communication Plan | | | Curriculum Plan | | |
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| Project Plan Determine instructional platform Project Plan Develop budget Create macro & micro timeline Define check-in-points Task Onder Crimite task onder Project Management Control project work throughout each phase Project Management Create macro story-board Create macro story-board Create macro story-board Review proposal Create macro story-board Create activity designs Content Outline Content Outline Content Outline Confirm development & delivery requirements Confirm development & delivery requirements Confirm development & delivery requirements Confirm development tools & methods Implementation Data Create implementation plan Create implementation plan Communication Plan Communication Plan Liberty Support Processes Lib | | | | Identify content scope | |
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| Conduct Alpha usability test Evaluation Instrument Plan evaluation/ measurement tools & methods Implementation Plan Create implementation plan Support Processes Identify help/support processes required Communication Plan | | | | Confirm development & delivery requirements | |
| Evaluation Instrument Plan evaluation/ measurement tools & methods Implementation Plan Create implementation plan Support Processes Identify help/support processes required Communication Plan | | | Alpha Usability Test | | |
| Plan evaluation/ measurement tools & methods Implementation Plan Create implementation plan Support Processes Identify help/support processes required Communication Plan | | | | Conduct Alpha usability test | |
| Implementation Plan Create implementation plan Support Processes Identify help/support processes required Communication Plan | | | Evaluation Instrument | | |
| Create implementation plan Support Processes Identify help/support processes required Communication Plan | | | | Plan evaluation/ measurement tools & methods | |
| Support Processes Identify help/support processes required Communication Plan | | | Implementation Plan | | |
| Identify help/support processes required Communication Plan | | | | Create implementation plan | |
| Communication Plan | | | Support Processes | | |
| | | | | Identify help/support processes required | |
| | | | Communication Plan | | |
| Create communication plan | | | | Create communication plan | |
| Project Management | | | Project Management | | |
| Kick-off meeting | | | | Kick-off meeting | |
| Control project work throughout each phase | | | | Control project work throughout each phase | |

| Stages | Phases | Segments/Major Deliverables | Task(s) | Step(s) |
|--------|-------------------|-----------------------------|---|---|
| | Build It! Classro | oom | | |
| | | Instructor Materials | | |
| | | | Create detailed course content | |
| | | | Create instructor material | |
| | | | Prepare train the trainer course structure, content, material and | |
| | | | logistics | |
| | | Participant Materials | | |
| | | | Create detailed course content | |
| | | | Create participant material | |
| | | | Develop performance support materials | |
| | | Testing | | |
| | | | Plan & conduct Beta development tests | create Beta usability test plan/schedule |
| | | | | users |
| | | | | conduct Beta usability test revise materials based on results from Beta usability test |
| | | | Plan & conduct Pilot development tests | |
| | | | | |
| | | | | create Pilot test plan/schedule users conduct Pilot test |
| | | | | revise materials based on results from Pilot test |
| | | Support Processes | | |
| | | | Build/help support processes | |
| | | Evaluation/Measurement | | |
| | | | Develop evaluation/ measurement tools & methods | |
| | | Training Logistics | | |
| | | | Execute training logistics | |
| | | | Package materials (printing & shipping) | |
| | | Communication Plan | | |
| | | | Conduct ongoing communication | |
| | | Project Management | | |
| | | | Control project work throughout each phase | |
| | Build It: Online | | | |
| | | Course Materials | | |
| | | | Create course content (varies by solution - CBT, Bus Sim) | |
| | | | Create Artifacts & Tools | |
| | | | Identify Examples | |
| | | | Develop Feedback | |
| | | | Coordinate Media Development: Graphics/Video | |
| | | | Create Training Database | |
| | | | Develop performance support materials | |
| | | Testing | | |
| | | | Plan & conduct Beta development tests | |
| | | | - | create Beta usability test plan/schedule |
| | | | | users conduct Beta usability test revise materials based on results from Beta usability test |
| | | | Plan & conduct Pilot development tests | |
| | | | | create Pilot test plan/schedule users conduct Pilot test revise materials based on results from Pilot test |
| | | | Plan & conduct Component, Assembly & System development | |
| | | | tests | |

| Stages | Phases | Segments/Major Deliverables | Task(s) | Step(s) |
|---------|------------|-----------------------------|---|--|
| | | | | create Component, Assembly & System test plan/schedule users conduct Component, Assembly & System test revise materials based on results from Component, Assembly & System test |
| | | Package Materials | | |
| | | | Package materials (printing & shipping) | |
| | | Support Processes | | |
| | | | Build/help support processes | |
| | | Evaluation/Measurement | | |
| | | | Develop evaluation/ measurement tools & methods | |
| | | Communication Plan | | |
| | | | Conduct ongoing communication | |
| | | Project Management | | |
| | | | Control project work throughout each phase | |
| DELIVER | | | | |
| | Do It! | Train the Trainer (TOT) | | |
| | | | Schedule trainers | |
| | | | Conduct train the trainer sessions | |
| | | Logistics Support | | |
| | | | Execute logistics support | |
| | | Ongoing Training | | |
| | | | Registration | |
| | | | Deliver training | |
| | | | | conduct course evaluations |
| | | | Implement ongoing support | |
| | | | Implement training maintenance plan | |
| | | Communication Plan | | |
| | | | Conduct ongoing communication | |
| | | Project Management | | |
| | | | Control project work throughout each phase | |
| | Assess It! | Conduct Evaluation | | |
| | | | Collect design effectiveness data | |
| | | | Collect delivery effectiveness data | |
| | | | Collect economical effectiveness data | |
| | | | Summarize evaluation/measurement results | |
| | | Analysis | | |
| | | | Analyze evaluation/measurement results | |
| | | | Create plan of action/make recommendations | |
| | | Communication Plan | | |
| | | | Conduct ongoing communication | |
| | | Project Management | | |
| | | | Control project work throughout each phase | |